



City of Norfolk

APPLICATION FOR DESIGN REVIEW

Department of Planning and Community Development
508 City Hall Building
Norfolk, Virginia 23510

PHONE: (757) 664-4752 FAX: (757) 441-1569

EMAIL: mary.miller@norfolk.gov

I. APPLICATION INFORMATION

DATE RECEIVED

For Review: (check boxes that apply)

☐ Certificate of Appropriateness:

☐ Downtown

☐ Ghent

☐ East Freemason

☐ West Freemason

☐ Public Project

☐ Private Project

☐ Encroachment

Design Review Committee Meeting Date: _____

Project Name: _____

Project Address: _____

Brief Project Description: _____

II. APPLICANT INFORMATION

Applicant Name: _____

Applicant Address: _____

Phone: _____ Fax: _____ E-mail: _____

Property Owner Name: _____ Signature: _____

Property Owner Address: _____

Phone: _____ Fax: _____ E-mail: _____

All projects require submittal of either 24" x 36" plans (2 copies) **and/or** 8 1/2" x 11" plans (10 copies)

Applicants are required to submit all appropriate drawings and information by **5:00 pm on the Tuesday** prior to the regularly scheduled Monday meeting of the Norfolk Design Review Committee.

**CITY OF NORFOLK
DESIGN REVIEW COMMITTEE**

Information required for project review will vary depending on the nature of the project. The checklist below outlines specific materials required to be submitted for review, depending on project type.

All background materials needed to support the applicants request must be submitted to staff **PRIOR** to scheduling the case before the Committee. Cases **WILL NOT** be placed on the agenda until **ALL** materials are on file. Any last minute changes must be shown on revised plans and must be submitted and placed in file prior to meeting.

Prior to a final presentation, it is recommended that plans be reviewed with the Zoning Administrator and the Division of New Construction for compliance with the Zoning Ordinance and Building Code. All material/color samples, presentation boards, etc. must be picked up within two (2) weeks of the final review. Materials not picked up will be discarded without further notice.

APPLICATION CHECKLIST

I. Check Where Applicable:

- ☐ Preliminary Review
- ☐ Final Review

II. Check Where Applicable:

- ☐ Residence and/or Duplex
- ☐ Apartments and/or Commercial

III. PROJECT TO INCLUDE (check where applicable):

- A. ☐ NEW CONSTRUCTIONS
- B. ☐ DEMOLITION
- C. ☐ ADDITION
- D. ☐ SIGN REQUIREMENTSE
- E. ☐ FENCING
- F. ☐ DRIVEWAY - SIDEWALKS & PARKING LOTSG
- G. ☐ LANDSCAPING
- H. ☐ REROOFING (materials/color change)
- I. ☐ OTHER _____

A. NEW CONSTRUCTION

- ☐ Preliminary plans with building elevations]
- ☐ Working scale drawings/specifications
- ☐ Drawings 8 1/2" x 11" reproducible sheets
- ☐ Scale site plan with square footage of the building
- ☐ Photographs of building site for new construction
- ☐ Paint samples with brand name and number
- ☐ Roofing material sample
- ☐ Siding sample
- ☐ Letter of permission from property owner (if applicant is NOT owner)

B. DEMOLITION

- ☐ Photographs of structure
- ☐ Scale site plan
- ☐ Proposed use after demolition (conceptual plan)
- ☐ Letter of permission from property owner (if applicant is NOT owner)
- ☐ Explanation why restoration is not feasible

C. ADDITION

- ☐ Preliminary plans with building elevations
- ☐ Scale drawing of addition in relation to structure
- ☐ Working scale drawings/specifications
- ☐ Scale site plan
- ☐ Drawings 8 1/2" x 11" reproducible sheets
- ☐ Photographs of structure showing current appearance
- ☐ Photographs of all exterior sides (include all four sides of building)
- ☐ Colors (sample)
- ☐ List of Materials
- ☐ Letter of permission from property owner (if applicant is NOT owner)

D. SIGNAGE

- ☐ Working scale drawings/specifications
- ☐ Scale drawing of sign in relation to structure
- ☐ Scale site plan
- ☐ Drawings 8 1/2" x 11" reproducible sheets
- ☐ Photograph of location of proposed signage on structure property
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Type of materials to be used for sign
- ☐ Colors (samples) as applied to sign
- ☐ Size/Style of lettering
- ☐ Illumination plan
- ☐ Letter of permission from property owner (if applicant is NOT owner)

E. FENCING

- ☐ Type/design of fence
- ☐ Scale of drawing of members with specifications
- ☐ Scale site plan
- ☐ Drawings 8 1/2" x 11" reproducible sheets
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Letter of permission from property owner (if applicant is NOT owner)

F. DRIVEWAY - SIDEWALKS & PARKING LOTS

- ☐ Type/design of driveway/sidewalk
- ☐ Drawings 8 1/2" x 11" reproducible sheets
- ☐ Scale site plan -
- ☐ Photographs of structure, location and all exterior sides affected by proposed work
- ☐ Landscaping plans (if any)
- ☐ Colors (sample)
- ☐ Letter of permission from property owner (if applicant is NOT owner)

G. LANDSCAPING

- ☐ Working scale drawings/specifications
- ☐ Scale site plan
- ☐ Drawings 8 1/2" x 11" reproducible sheets
- ☐ List of plants or trees
- ☐ Photographs of structure and area to be landscaped
- ☐ Location of lighting, walkways, decking, pools, fountains, gazebos, pool/equipment houses
- ☐ Letter of permission from property owner (if applicant is NOT owner)
- ☐ Sprinkler system (if any)

H. REROOFING (material/color change)

- ☐ Type of material (sample or cut sheet)
- ☐ Colors (sample)
- ☐ Description of design
- ☐ Photographs of structure and all exterior sides affected by proposed work
- ☐ Letter of permission from property owner (if applicant is NOT owner)

I. OTHER PROJECTS

- ☐ Preliminary plans with building elevations
- ☐ Working scale drawings/specifications
- ☐ Drawings 8 1/2" x 11" reproducible sheets
- ☐ Scale site plan
- ☐ Photographs of building site for new construction
- ☐ Paint samples with brand name and number
- ☐ Roofing material sample
- ☐ Siding sample
- ☐ Letter of permission from property owner (if applicant is NOT owner)

NOTE: PLEASE BE ADVISED THAT THE COMMITTEE HAS A POLICY OF ONLY HEARING A CASE WHEN THE OWNER OR THE OWNER'S REPRESENTATIVE IS PRESENT TO PRESENT THE CASE.

APPLICANT SIGNATURE

DATE